



LIST OF PERSONALLY OWNED PROPERTY PLACED IN VA USE

DATE

I request authority to place the following articles into VA use. I certify that the items listed are my personally owned property and wherever practicable are marked with my personal identification. This covers all the personally owned property which I desire to place in VA use.

QUANTITY	UNIT	FULL AND COMPLETE DESCRIPTION OF EACH ARTICLE (Include model no., serial no., and date of acquisition)	SERVICE OR ORGANIZATION WHERE USED
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ARTICLES PLACED IN USE FOR CONVENIENCE OF GOVERNMENT

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ARTICLES PLACED IN USE FOR CONVENIENCE OF EMPLOYEE

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SIGNATURE OF OWNER

IDENTIFICATION ON PROPERTY TO SHOW OWNERSHIP (Mark, tag, label, etc.)

Space and utility ☐ are ☐ are not available. Items listed have been inspected and are in apparently good operating condition in conformance with Government safety requirements.

SIGNATURE OF CHIEF, ENGINEERING SERVICE

This property is subject to the provisions of VA Handbook 7125

REQUEST IS

SIGNATURE OF APPROVING OFFICIAL

SIGNATURE OF RESPONSIBLE OFFICER

☐ APPROVED☐ DISAPPROVED